

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES FROM BOTH CALTRANS AND OTHER STATE AGENCIES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER II (MANAGERIAL)**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR, ADMINISTRATION**

SALARY: **\$6173 - \$6808**

LOCATION: **DISTRICT 1 – EUREKA**

FINAL FILING DATE: **NOVEMBER 3, 2009**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director, the Deputy District Director, Administration is responsible for all activities relating to the Administration programs in the District. The incumbent develops and implements policies for the Offices of: Business Management; Public Information and Graphic Services; Health and Safety; Budgets; Human Resources and Equal Employment Opportunity; Legal and Small Business. Responsibilities include, but are not limited to:

- Serves as the District Director's Chief of Staff and is the primary advisor to the District Director on matters pertaining to the business functions of the District (i.e., overall resource management, cost efficiencies, policy communication, quality control of administrative support, and overall staff development).
- Develops the short and long term policies and strategic plan relative to all facets of Administration programs within the District.
- Establishes Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures.

- Resolves with the District Director highly sensitive issues that may involve resource distribution and personnel matters internal to the District and/or other transportation entities, local elected officials and the public.
- In the absence of the District Director, assumes delegated responsibility for that office, with the exception of the approval of engineering plans, specifications and other documents requiring a license in engineering.
- Establishes district policy, procedure and evaluation criteria that ensure district resource management activities are performed within departmental policy direction and program goals.
- Develops budget plan and systems to manage operation expenses and personnel years for the District. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives.
- Provides for management of facilities and real property assets for the District.
- Responsible for planning and managing the Public Affairs, Public Awareness and Safety Programs for the District. Includes community outreach with local officials, business community representatives and minority advisory groups.
- Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
- Advises the District Director, Deputy District Directors and other managers on highly sensitive disciplinary, discrimination, and labor relations issues.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager I.

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

Or III

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

Or IV

Experience: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the Administration and Department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity program objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated broad and comprehensive knowledge of the Department's multi-modal transportation roles and responsibilities, and state and federal highway policies, guidelines, and standards.
- Demonstrated knowledge in administration, and budget and contract development.
- Demonstrated knowledge of federal and state regulations that apply to and impact the administrative work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in external affairs matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
- Demonstrated ability to communicate effectively, both orally and in writing.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP27** being interviewed for.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **NOVEMBER 3, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP27)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.